



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 9-25-72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-55		Date Received OCT 10 1972	Date Completed 30/ OCT 12 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Accounting Division, Family and Children Services 47 Trinity Ave., Atlanta, Georgia 30334		4. Person to Contact Glen A. Spurlock	5. Working Title R.M.O. I
		6. Tel. No. 656-4976	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1937-Present	9. Exact Series Title State Audit of County Expenditure Files
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10. What is the function of the office in which this record series is created?
- A fiscal/accounting office receives and disburses funds and maintains records to establish accountability for these two operations. Included in those documents related to the receiving of funds are those in drawing funds from the State Treasury and Federal sources, cash collections and other revenues, inter-agency transfers of funds and those incident to the budget allotment process. Included in those documents relating to disbursement of funds are those records relating to payment of funds from agency accounts to whomever the agency is indebted and those relating to the procurement of supplies, equipment and service. Records establishing accountability include those usually found in a formal accounting system by which funds are budgeted for, controlled, supervised, monitored, managed, and audited. This standard is not applicable to Bank Statement files created in the performance of a function not indicated above. For example, welfare, income tax refund, school construction, etc.
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the control and auditing of expenditures to determine the eligibility of counties to receive public assistance funds.

- Included are:
1. Department of Public Welfare Form 360 (Field Accountant's Report)
 2. Comment Sheet
 3. Form letter pertaining to the transfer of funds
 4. Statement of Cash Receipts and Disbursements work sheets.

The file is arranged alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				3	3
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Records Center Boxes	50	50		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years
				1	1
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures?
Audit is performed to determine if county is following policy. ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?
Federal monies are involved; retention period not specified. ☒ [X] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 1 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 4 year(s):
- ☒ [X] Destroy _____
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Don C. Spaulock</i>		Date <i>9-26-72</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>W. L. Smith</i>	<i>9-26-72</i>
	State Auditor/Designee	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Ayer</i>	<i>10-11-72</i>
	Secretary of State/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Kapt</i>	<i>10-11-72</i>
	Attorney General/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>ROBERT H. Shell</i>	<i>10-11-72</i>
	STATE RECORDS COMMITTEE			